

Prevention and Education Coordinator – Position Description

Time Fraction:	Full Time (0.8 EFT Considered)
Term:	Ongoing – subject to funding
Remuneration:	\$87,285 - \$99,524 plus super and salary packaging
Reports to:	Manager Strategy and Development
Date:	July 2022

About CASACV

The Centre Against Sexual Assault Central Victoria (CASACV) leads the response to sexual violence prevention and delivery of specialist evidenced-based therapeutic services across the Central Victorian Region for children, young people and adults, and their support networks.

CASACV provides a 24-hour crisis care response to those who have experienced recent sexual assault, including crisis counselling, support and advocacy, medical care and justice services. CASACV programs include the REFOCUS and Safe Thriving and Connected Programs.

CASACV is a partner in the Bendigo Multi-Disciplinary Centre (MDC). In the MDC we are co-located with Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT); staff from Department of Health and Human Services, Child Protection; and Bendigo Community Health. In this specialised model, partner organisations support adult and child victim survivors from first disclosure of sexual assault to criminal prosecution.

The CASACV primary site is located in Bendigo, with outreach services delivered in Kyabram, Kyneton, Maryborough, Weddurburn, Echuca and Tarrengower Prison.

CASACV is funded by the Victorian State Government.

We are committed to the development of a positive and supportive work environment and strive to provide a family friendly workplace with flexible working arrangements. We provide clinical supervision, encourage continuous learning, and focus on excellence in client outcomes and organisational objectives.

We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, and people of diverse genders and/or sexual orientations.

CASACV Values

CASACV is informed by intersectional- feminist theory.

All our work is underpinned by the following values:

- Social Justice - equity, inclusion and human rights are embedded within our organisation.

- Integrity, Safety, Respect and Empowerment - are integrated into every aspect of service delivery and governance.
- Quality and Accountability – our work is evidence based, measured and accountable to our clients and the community.
- Feminist – we work within a feminist framework to challenge and reform structural gender inequities.

Position Overview and Accountabilities

- The position is responsible for the high-quality development and delivery of CASACV free and fee for service training packages, and an annual training program - in line with CASACV training standards and professional code of conduct.
- The position will ensure professionals recognise the different forms of sexual violence and gendered violence more broadly, understand what drives it and have the resources, information and tools to respond effectively. The position will contribute to building community knowledge and capacity to prevent sexual violence from occurring.
- The position coordinates and delivers education to professional and community members on topics related to sexual assault, consent, intersectional practice, trauma informed practice, harmful sexual behaviours, and vicarious trauma.
- The position will work both independently, and coordinate cofacilitation capacity with CASACV Counsellor-Advocates.
- The position leads the CASACV Advocacy and Community Strategy and coordinate's CASACVs key community advocacy campaigns, events and actions. Including working in partnership with the Loddon family Violence Consortia, and other key partner agencies to deliver advocacy and prevention actions.
- The position will represent CASACV at forums, networks and in partnership project management and working groups.
- The position is responsible for updating the CASACV website with relevant information, and contributing to CASACV social media commentary.
- The position is supported by a team of highly skilled and qualified practitioners and receives regular organisational and administrative supervision and organisational support from the Strategy and Development Manager. The position is based in Bendigo, Victoria and will be required to provide training, education and capacity building services across the Loddon Campaspe Region.

Position Requirements and Responsibilities

1. Prevention and Training Requirements

Training and Education:

- Lead and coordinate all CASACV free and fee for service learning and development programs, including delivery of face to face and online training modules to range of audiences – including schools, services, community groups, adult education settings etc.

- Ensure all education modules and programs are evidence based and informed by gender equity, intersectional and violence prevention and intervention informed frameworks.
- Evaluate, reflect and further strengthen and expand CASACV educational modules and products.
- Further strengthen and support CASACV staff training capacities.
- Coordinate CASACV staff to co-present/ and contribute to training delivery.
- Contribute to the delivery of internal CASACV staff trainings, and coordination of external training providers when required.
- Supervise TAFE/ or University students on placement as appropriate.

Prevention:

- Maintain the CASACVC communications – including the CASACV website; CASACV community and professional newsletter, and social media communications.
- Lead the implementation of CASACVs Communications and Advocacy Strategy.
- Coordinate CASACV public advocacy, prevention and event actions.
- Contribute to local, regional and state-wide prevention community of practice and networks.
- Produce CASACV Fact Sheets, Resources and Communication materials to support client, professional and community knowledge.
- Deliver, and support CASACV staff to develop and deliver conferences presentations, related to CASACV practice and topics related to CASACV areas of work.
- Support the development and implementation of the CASACV survivor advocate program.

2. Organisational Responsibilities

- Write reports for CASACV leadership team and Board on training, advocacy and prevention work delivered.
- Attend regular supervision (work review and organisational supervision) and further develop own practice.
- Awareness and observation of the policies and procedures of the organisation.
- Comply with relevant social and legal policy, as required.
- Participate in staff and team meetings, and professional development.
- Participate in continuous quality improvement and development of best practice.
- Plan time effectively to manage competing demands ensuring you meet the requirements of the role.
- Participate in other activities and meetings relevant to CASACV.

3. Occupational Health and Safety (OH&S) Responsibilities

CASACV is committed to the safety of its employees and any other individuals present in our workplaces. In achieving and maintaining workplace health and safety, CASACV will apply best practice in OHS in accordance with statutory obligations at all times.

Key Selection Criteria

Applications must address the following:

1. Essential Qualifications and Experience

Tertiary qualification in health promotion, education, community development, public health, gender studies or related field, and /or extensive experience working in community development/ adult education settings.

2. Essential Skills, Knowledge and Attributes

1. Demonstrated experience in developing and delivering workforce development and capacity building programs using multi-modal delivery approaches.
2. End to end project management skills and experience – including ability to develop, implement, manage and evaluate.
3. Highly developed interpersonal skills – with experience in managing group dynamics, negotiating conflict and transforming understanding.
4. Highly developed written and oral communication skills including producing engaging presentations, products, and reports etc.
5. Demonstrated ability to develop strategic relationships and build and maintain stakeholder engagement.
6. An understanding of the gendered drivers, contributing and reinforcing factors related to sexual violence and family violence.
7. High level computer proficiency – including familiarity with online training platforms and Microsoft 365 package.
8. Ability to work with a high level of independence and autonomously, and as part of a team to contribute to a positive workplace culture.

Other

- Commitment to the vision, philosophy, aims and objectives of CASACV.
- Current Victorian Driver's Licence.

3. Desirable qualifications/ experience

- Certificate IV in Training and or previous experience in the VET sector

Referees

Applicants are asked to provide the name and current contact details of three professional referees including the most recent manager or current supervisor.

Position Entitlements

Hours of Work and Location of Work

- The position is full time (0.8 FTE may be considered).
- Hours are usually worked during business hours of 9.00 am to 5.06 pm between Monday to Friday, though may include weekend and after hours work as needed.

- The days are based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.
- Based in Bendigo with travel required across the Loddon Campaspe Region

Salary and Conditions

- Industrial Instrument: *CASACV Enterprise Agreement 2020- 2024*, Classification: Health Professional and Support Services Award \$87,285 - \$99,524 (plus super and salary packaging) gross based on qualifications and experience.
- Generous salary packaging is available with Fringe Benefits Taxation of up to \$15,900 each year; other expenses may be packaged over this cap.
- The position is subject to successful completion of a six-month probationary period, reviews will be conducted during this period.
- A current Working with Children Check and National Police Check is mandatory prior to commencement. If you have lived overseas for more than one year in the last 10 years you will be required to provide an International Police Check or two referees for that country.
- CASACV complies with the Chief Health Officer directions that employees and students to be fully vaccinated against COVID-19, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions. All applicants and students must therefore be able to comply with this requirement.

Applications

For more information on the position please call Lee Edmonds, Manager Strategy and Development on 5441 0430.

To apply for this position, please provide (note applications without these components will not be considered):

- CV
- Letter of introduction
- Response to Key Selection Criteria.

Applications close: **9am Monday 15th August 2022**

Email: **HR@casacv.org.au** – Subject: **Prevention and Education Coordinator**

Acceptance of Position Description requirements

To be signed upon appointment

Employee Name:

Signature:

Date:

This position description is subject to review and may change in accordance with the needs of our organisation, including our operations, clients and stakeholders